



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS
Regular Meeting Minutes
Thursday, August 11, 2016
4:00 p.m. City Hall, Room 203

I. CALL TO ORDER

The meeting was called to order by Commissioner David Wendtland at 4:06 p.m.

Also present: Commissioner Kevin Huss, Kristen N. Wade, Human Resources Director, Dwana Thompson, Affirmative Action/Risk Manager, Anne James, Secretary, and Bryan West, Recruitment Coordinator.

II. MINUTES

Motion was made by Commissioner Huss and seconded by Commissioner Wendtland to approve the regular minutes of the June 9, 2016 meeting.

Motion Carried.

III. ACTION AGENDA

- A. Approve the revised job description for the City Clerk position. No questions.
- B. Approve the revised job description for the position Deputy City Clerk position. No questions.
- C. Approve the revised job description for the Executive Assistant to the City Manager position. No questions.
- D. Approve the revised job description for the Database Administrator. No questions.
- E. Approve the revised job description for the Police Captain. No questions.
- F. Approve the revised job description for the Police Lieutenant. No questions.
- G. Approve the revised job description for the Police Sergeant. No questions.
- H. Approve the revised job description for the Police Officer. No questions.
- I. Approve the revised job description for the Police Records Supervisor. No questions.
- J. Approve the revised job description for the Parking Enforcement. No questions.
- K. Approve the revised job description for the Public Safety Director. No questions.
- L. Approve the revised job description for the Network Administrator. No questions.

Motion was made by Commissioner Wendtland and seconded by Commissioner Huss to approve the revisions to the City Clerk, Deputy City Clerk, Executive Assistant to the City Manager, Database Administrator, Police Captain, Police Lieutenant, Police Sergeant, Police Officer, Police Records Supervisor, Parking Enforcement, Public Safety Director, and Network Administrator Job descriptions.

Motion Carried.

IV. OLD BUSINESS

None

V. OTHER BUSINESS

- A. Bryan West, Recruitment Coordinator gave an update on the Neogov implementation for the City.

Motion was made by Commissioner Huss and seconded by Commissioner Wendtland to endorse the use of Neogov for the City's recruitments.

Motion Carried.

VI. ADJOURNMENT

Meeting adjourned at 4:21 p.m.